

Personal Assistant to the CEO / Trust Administrator Job Description

CEO support

- Ensure the diary of the CEO is managed effectively, arranging meetings, training, travel and accommodation.
- Support delivery of high-quality online and face-to-face events, including the annual Trust Conference.
- Manage the Trust Training Suite to support high quality CPD.
- Minute Executive Management Meetings and those directed by the CEO.
- Maintain up-to-date and comprehensive online filing system for CEO.
- Produce/print/copy reports, presentations, web content and marketing material, as required. Liaise with Trust staff and external media companies to facilitate advertisements, video shoots and editorials.
- Deal with correspondence - emails and post - telephone enquiries, and routine correspondence on behalf of the CEO in accordance with Trust policies, ensuring appropriate information is received by the CEO and delegating other information to appropriate members of staff.
- Draft emails and letters as required and draft Trust term dates in consultation with Headteachers for CEO approval.
- Ensure the security of all confidential files and documents.
- Undertake other duties as may reasonably be required.

Trust Administrator

- Liaise and communicate with colleagues both within the Trust and from local schools / organisations to develop positive networking relationships.
- Offer advice and guidance to Senior Trust staff based on a sound knowledge of the Trust's routines, practice and policies and know when to seek further guidance.
- Provide administrative support to the Trust Senior Leaders, as and when required.
- Support the marketing of the Trust to internal and external partners.
- Take ownership of the maintenance and upkeep of the Southport Learning Trust website.

HR

- To become familiar with Every HR (our professional recruitment platform) and support colleagues using this platform on an ad hoc basis.